

ACCOUNTING OFFICER (SPECIALIST)

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: October 12, 1999 – October 14, 1999

Collective Bargaining Identification: R01

Job Analysis Conducted By: William Kilgore, Associate Personnel Analyst

Number of Incumbents: Per Department of Corrections Filled/Vacant Position Report dated May 31, 2001 there are 17 incumbents in this classification.
Note - at the time this job analysis was conducted the Filled/Vacant Position Report was not available.

Subject Matter Expert(s):

Gayle Fifield Accounting Administrator, Central Valley Regional Accounting Office

Connie Morrow Accounting Administrator, Inmate Services

Maybel Perez Senior Accounting Officer (Specialist), Southern California Regional Accounting Office

INFORMATION GATHERING
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The tasks and knowledge, skills, and abilities statements for this job analysis were developed by:

- consulting with the Subject Matter Experts and
- the State Personnel Board's class specification.